



**FEDERAL WAY  
PUBLIC SCHOOLS**

**Position Description  
EXECUTIVE DIRECTOR OF STUDENT  
SUPPORT SERVICES**

**POSITION SUMMARY:**

The Executive Director of Student Support Services is responsible for championing supports for all students in Federal Way Public Schools, ensuring that all scholars receive the guidance and help needed. The Student Support Services department provides support to students, families, and staff in the areas of Special Education, ECEAP, Head Start, Health Services, Section 504, and related at-risk programs. A major component of this position involves participation on the Superintendent's Leadership Team to help steward the District's strategic plan and provide leadership in achieving the District's goals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Leadership in Teaching and Learning:**

- Provide proactive leadership in identifying and supporting the needs of diverse learners within current and emerging district initiatives (e.g., choice, grade span expectations and assessment)
- Create and implement instructional/curricular options for diverse learners and evaluate their impact on student growth
- Identify, create and implement best practice strategies to challenge each student every day.
- Build capacity of all educators to support the needs of diverse learners through effective interdepartmental in-service opportunities.
- Manage and coordinate activities and projects of Special Education, Health Services, and at-risk projects.
- Coordinate Re-admission process.
- Coordinate and expand activities of gifted and high-end learners and early childhood programs.

**Compliance and Grants Management:**

- Ensure implementation of an effective compliance system in Special Education and other programs.
- Implement an automated recordkeeping/IEP/evaluation process.
- Ensure timely response to state and local grants and reporting requirements.
- Build capacity of buildings to handle issues at the building level.

**Leadership in Process Improvement and Projects:**

## JOB DESCRIPTION: AmeriCorps Supervisor

- Provide strategic vision and direction and develops long-range plans for all functions of Student Support Services. Ensures integration of operational objectives across multiple, major departments, program areas and possibly district-wide.
- Provide leadership and policy recommendations for conceptualization, design, and implementation of effective and inclusive special education supports and services impacting student achievement.
- Provide leadership and policy recommendations for professional development needed to provide access to the general education curriculum and specially designed instruction.
- Facilitate group process leading to recommendations for integrating services across departments and buildings.
- Facilitate cross-boundary relationships between school sites and District departments to support the integration, effectiveness, and efficiency of academic and learning support, services, and resources to school sites and community partners.
- Develop and maintain data-driven standards to qualitatively and quantitatively measure and assess the programs, services, and community resources in the department.
- Plan, facilitate and implement process improvement activities across all programs.
- Provide leadership in the development and review of policies, systems, and procedures to provide effective and coordinated delivery of support services to all students.
- Plan, implement and evaluate projects in critical areas as identified.

### **Leadership in Resource Allocation:**

- Develop and manage multiple budgets within a shared-resources model.
- Implement a needs-based formula for staffing across programs.
- Provide leadership in securing local, state and national grants to maximize resources.
- Provide leadership to develop and secure new resources; develop and manage budgets; align and organize resources with department priorities; and create sustainable and equitable fiscal strategies and models that ensure the financial health of the office and its programs and services.
- Hire, supervise, evaluate, and hold accountable the performance and professionalism of assigned staff.
- Attend and/or participate in required District, Board, and committee meetings, and other activities as specific by assigned supervisor
- Prepare comprehensive, narrative, and statistical reports.
- Prepare and deliver clear and concise presentations to a variety of audiences.

### **REQUIRED QUALIFICATIONS:**

#### **Education and Experience**

Master's Degree in Special Education or related area

Washington State Administrative Certificate

Three years teaching and/or administrative experience

#### **ADDITIONAL QUALIFICATIONS**

Demonstrated successful, recent leadership experience in a medium to large size school district or similar public educational institution, including significant experience with district-wide programs as a school administrator

Exceptional background in instructional pedagogy and leadership relative to the department's

## JOB DESCRIPTION: AmeriCorps Supervisor

### functions

Proven successful experience in implementing and directing a variety of large-scale instructional programs and/or operations in a medium/large district

Proven successful experience as a leader for equity and cultural responsive practices

### **PREFERRED QUALIFICATIONS:**

Doctorate in related field

Demonstrated successful experience serving as a cabinet-level administrator in a diverse school district

Five (5) years of successful principal experience

Five (5) years of successful experience as a central office administrator at the director and/or executive director level

Experience serving on a bargaining team

### **CONDITION OF EMPLOYMENT:**

Valid Washington State Driver's License

Criminal background clearance

### **KNOWLEDGE OF:**

Comprehensive knowledge of federal/state rules and regulations for special education and systems needed in this area

Knowledge of and/or experience with support programs: Title 1/LAP, ESL, Health Services, Counseling, Early Childhood, GATE and at-risk programs

### **ABILITY TO:**

Direct and manage the implementation of federal, local, and state budgets for special education services.

Direct proactive implementation of federal law, state law, and local guidelines related to special education services

Direct the implementation of the referral, evaluation, and development and implementation of Individualized Education Programs for district schools, non-public schools, private and parochial schools, residential care facilities, hospital and homebound placements districtwide.

Direct and manage litigation matters related to special education services, including due process hearings, mediations, Section 504 OCR complaints, citizens complaints, and parent concerns.

Facilitate groups towards consensus and closure

Support the needs of diverse learners within major district initiatives (e.g., grade span expectations, assessment)

Demonstrate skills in project management and planning for systems change

Demonstrate strengths in the areas of conflict management, negotiation, team building and working with families

Demonstrate high energy level and commitment to student growth

Demonstrate commitment to process improvement and shared resource allocation models

Communicate effectively with a range of stakeholders including public and private agencies and District departments, community, and others of diverse backgrounds, experience, and personalities

Strong problem solving skills, ability to analyze root causes and develop effective solutions as needed Exceptional project management skills and an ability to balance big picture priorities with details

Organize and perform job responsibilities efficiently and independently without close

## JOB DESCRIPTION: AmeriCorps Supervisor

supervision and able to pay strict attention to detail

Speak, read and follow written or verbal communications and demonstrate strong interpersonal skills

Practice effective safety and security within individual work routines

Develop and maintain positive customer relations with staff and service providers

Work collaboratively with District staff and promote teamwork with co-workers

Practice ethical and professional standards of conduct including the requirements of confidentiality

Relate effectively with parents, staff, students and the public in a multicultural and multiracial community

Perform job responsibilities with or without reasonable accommodations

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES RELATED TO CULTURAL COMPETENCE AND EQUITY:**

Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.

Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District.

Ability to understand and hold self and others accountable for promoting the Federal Way Public Schools' commitment to "Each Scholar: A Voice. A Dream. A Bright Future."

Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will constantly stand and walk, bend neck and back, and use hands for repetitive grasping and pushing/pulling. The employee is frequently required to squat, kneel, use hands for fine manipulation, knee stand and push/pull. The employee will occasionally be required to sit, climb stairs/ladder, lift and reach overhead, crawl, and lift/carry. The employee must constantly lift/carry up to 5 pounds and must frequently lift /carry up to 10 pounds. The employee will occasionally lift/carry a maximum of 35 lbs. The employee is occasionally required to push/pull a maximum weight of 100 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The position constantly deals with frequent interruptions, demanding deadlines, and occasionally deals with angry and distraught employees and community members. Nights and Weekends may be required occasionally to meet job demands.

### **WORK SCHEDULE**

This position is 12 months, 260 days per year.

JOB DESCRIPTION: AmeriCorps Supervisor

**REPORTING RELATIONSHIP**

Position reports to and is evaluated by the Chief Academic Officer

**REPRESENTATION**

Non-Represented

**LEVEL OF COMPENSATION**

Leadership Team level: \$150,617

**CLASSIFICATION HISTORY**

Update 04/2016

Updated content and title change to Executive Director 12/2016

Updated – Added additional required and knowledge 6/2018

Disclaimer

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and the level of knowledge and skills typically required, but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*